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## Office Memorandum • UNITED STATES GOVERNMENT

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TO : [REDACTED]  
FROM : [REDACTED]  
SUBJECT: Weekly Report 8-15 May 1952

DATE: 16 May 1952

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1. On Monday I floated, several feet above the ground. By Tuesday my feet were firmly planted and [REDACTED] had won her bet from [REDACTED] that by the second day after my return I'd be asking many questions and expecting specific answers.

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2. Conferences to catch-up-on-things occupied the next two days, and this involved visits to Alcott, North Building, [REDACTED] 2210 E, [REDACTED]

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3. On Thursday we held two meetings: one at the [REDACTED] to work out the schedule for next week's new course, and the other at [REDACTED] to act as a board of review of all cases tested by [REDACTED] staff on Tuesday. Determination of required training courses for each individual was made on the basis of this review.

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4. [REDACTED] is checking her orientation material with [REDACTED] of I&S, preparatory to presenting it next week, the rooms at [REDACTED] are being set up on Friday, the dry run's of courses have been completed, and the class lists are made. It looks as though we're ready to start on Monday our first two-week block of required training for all clericals entering the Agency.

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25 YEAR RE-REVIEW